

## BOARD OF APPEALS FOR THE CITY OF GREENBELT



### CITY OF GREENBELT

Department of Planning and  
Community Development  
15 Crescent Road, Suite 200  
Greenbelt, MD 20770

Fee Paid: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

APPEAL NUMBER \_\_\_\_\_

(Office Use Only)

Pursuant to Section 27-231 of the Zoning Ordinance of Prince George's County, Maryland, enacted as amended, appeal is hereby made for a variance from strict application of the Zoning Ordinance

Owner of Property \_\_\_\_\_

Address of Owner \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone number (home) \_\_\_\_\_ (work) \_\_\_\_\_

Applicant's or attorney's name, telephone number and address if different from above:

\_\_\_\_\_

\_\_\_\_\_

Has property in question ever been subject of previous Board, County Council or Zoning Hearing Examiner Decision \_\_\_\_\_ Is property subject to a Special Exception \_\_\_\_\_

If so, give Case No(s) and date(s) \_\_\_\_\_

Location of Property involved: Street Address \_\_\_\_\_

Present Zoning \_\_\_\_\_ Lot Number \_\_\_\_\_ Total Area of Property \_\_\_\_\_

Block Number \_\_\_\_\_ Parcel Number \_\_\_\_\_

**Is property in a recorded subdivision? If so, a copy of the subdivision plat is required. If cluster, a copy of the preliminary plan of subdivision showing General Notes is also required. (Available at M-NCPPC information counter.)**

Subdivision \_\_\_\_\_ Civic Association, if any \_\_\_\_\_

(Continued on reverse side)

Describe request: (Purpose of variance or reason for appeal)

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Zoning Ordinance or Manual Section(s) from which variance is requested.

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Variance(s) required \_\_\_\_\_

**LIST NAMES AND MAILING ADDRESSES OF ALL  
ADJOINING PROPERTY OWNERS  
(on both sides, behind, and across streets)**

NAME

ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
Signature of Applicant

**Important:** Please read the instruction sheet before completing application. All required information must be provided before an application is accepted for processing. An appointment with City Planning Staff must be made to review the application prior to final processing of application and payment. Please call (301) 345-5417 to schedule an appointment. The following items must accompany the application:

1. An accurate plat or site plan drawn to scale.
2. Filing fee or financial hardship waiver request.
3. A signed statement of justification indicating why you need the variance, how the proposed variance will not impact the character of the immediate community and how the variance meets the following three required criteria:
  - That special conditions and circumstances exist which are peculiar to the land such as narrowness, shallowness, shape, topography or other extraordinary situations or conditions;
  - That strict application of the County Zoning ordinance will result in peculiar and unusual practical difficulties to the owner of the property; **and**
  - That the variance will not substantially impair the intent, purpose, or integrity of any applicable County general plan or County master plan.